

Office Productivity: Word, Excel and Outlook Time Management

Learn the basics of Microsoft Word, Microsoft Excel and how to use Microsoft Outlook as a time management tool.

3 Half-Days

How You Will Benefit

This 3 half-day course will help you to learn efficient methods of working in each of Microsoft's core applications by learning time-saving tips and tricks. The tips and techniques and tools demonstrated will prove invaluable in your daily work!

Workshop Description

Word Tips & Tricks

- Toolbar Customization
- Application Defaults
- Navigation
- Shortcut Keys
- Formatting, Editing, Bullets & Numbering
- Themes
- Global Defaults
- Quick Parts
- Table of Contents
- Sections and Tables

Excel Tips & Tricks

- Editing, Formatting, AutoFill
- Basic/Intermediate Calculations
- Sparklines
- Range Names
- Sorting and Pivot Tables

Time Management in Outlook

- Managing your Outlook Inbox including:
 - File Structure
 - Processing your Email
 - Daily/Weekly Review
 - Categories
 - Follow-Up Flags
 - Search Folders
 - Quick Steps
 - Custom Rules
 - Conversation View
 - Ignore/Clean Up Conversations
 - Conditional Formatting
 - Outlook Today

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

For more information, contact us at (613) 727-7729 or visit algonquincollege.com/corporate

How to Register

- Call (613) 727-7729
- Email training@algonquincollege.com
- Register online:
www.algonquincollege.com/corporate
- Location for Open Enrolment Courses:
 - Algonquin College Learning Centre
 - 700 Sussex Drive, Ottawa, Ontario K1N 1K4
 - Group size is limited to 20.
- Dedicated sessions are available at our site or at your location.

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